

**MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES
PERSONNEL & SALARY COMMITTEE**

Tuesday, January 6, 2026

In attendance: Terry Dunphy, Nikki Graff, Kevin Marx, and Director Schaefer

Absent: Connor Self

Meeting Location: TAD Room, Lower-Level Dixon Public Library

CALL TO ORDER

President Marx called the meeting to order at 4:30pm.

AUDIENCE PARTICIPATION

Citizens Present: None

Citizens' Comment: None

Old Business:

The Committee met for continued discussion and consideration of Staff compensation adjustments which were introduced at the December board meeting. Committee members agreed that adjustments were in order in consideration of the following circumstances:

- a. A recent retirement and resultant job description changes have added new responsibilities to several staff members.
- b. Newly available salary survey data indicates DPL to be on the low end of the market for library professionals.
- c. The library currently has no board endorsed compensation plan to address staff placement in pay grades or method for progression through the grade.

In consideration of these circumstances, the Committee recommends that the Board support and approve the following actions:

- a. Approve recommended position specific pay adjustments to full time staff and one part time employee as outlined in the pay adjustment summary to be presented at the Board meeting.
- b. Bring all part time "desk staff" to one common pay rate.
- c. Direct the Personnel and Salary Committee to continue work on a wage and salary administration system which both compliments a soon to be revised City system while reflecting the Library's unique compensation needs with completion by late Fall of this year.

The meeting was adjourned at 5:15pm.

Respectfully submitted,

Kevin Marx, secretary pro-tem